

TO: Chief, Wage & Classification Division 16 March 1954

25X1A6a
FROM: [REDACTED] *74*

SUBJECT: Request for Change in Job Classification

1. It is requested that the following job be reclassified from a GS-4 to a GS-5 as it is believed that the present incumbent's duties warrant this upgrading.

Clerk Typist GS-0322.01-04 BV 219 PS TO
Clerk Typist GS-0322.01-05 BV 219 PS

2. Her duties follow:

a. Reads all incoming mail to determine significance, action required and further routing.

b. On own initiative pulls and attaches pertinent references from files, making required entries on card files, and prepares text of cover-sheet notations and instructions, according to pre-determined policies and procedures, to other GS components charged taking action.

c. Reviews outgoing CIA correspondence to the FBI for any errors or discrepancies in format.

d. Performs and reviews files checks in RI files.

e. Maintains a "tickler" system on FBI requests which requires preparation of memorandum and/or personal contact with area desks.

f. Preparation and typing of routine correspondence and miscellaneous general office work.